

Chief Information Officer's Section
Office of the Governor
State of Utah

Revised January 15, 2003

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Utah Technical Architecture: Document Review Matrix

Introduction

The Information Policy and Strategy Committee (ITPSC) in *Utah Code 63D-1-302 (2)* is required to:

“evaluate and approve or disapprove recommended information technology policies, procedures, and standards to govern the operation of information technology in the executive branch; act as a high level forum for information technology issues; [and] act as an advisory committee for the chief information officer, Division of Information Technology Services, and state agencies.”

Accordingly the ITPSC has approved a definition document for the Utah technical architecture; a process for policy and standards approval and development; and a range of policies, standards, and rules that impact information technology in the executive branch. Each of these documents have been subject to varying review cycles and constitute a body of ongoing work requiring follow up and actions by the ITPSC.

Scope and Purpose

The list of policies, standards, rules, reports, guidelines, and statutory reviews currently under the purview of the ITPSC are listed in Table 1. The ITPSC has also approved specific operational documents such as the utah.gov email conversion project, the state firewall implementation plan and a range of other documents and projects that have been concluded and seem to require no additional review or tracking. All of the items in Table 1 would appear to be items that will require some ongoing review by the ITPSC, and a review schedule is suggested that in most cases was in the original document when it was approved. The vast majority of the reviews require *ad hoc* working groups designated by the ITPSC in cooperation with the Chief Information Officer (CIO) and CIO section staff members.

An overall review of established ITPSC working groups should also be undertaken to ensure that necessary reporting information is coming before the ITPSC. Table 1 primarily reflects work from the architecture groups and other policy, statute, and rule reviews from the Deputy CIO for Policy and Planning.

Table 2 is a calendar of actionable items that should be on the agenda for the ITPSC based on past approvals for calendar year 2003. Specific decisions on reports and unscheduled items for review by the ITPSC need to be addressed so necessary staff work can be completed.

Table 1: Review Matrix for Standards, Guidelines, Rules, Policies, and Statutes

Item Number	Document Title	Document Type	Last Approval Date	Next Review Date	Target Revision Date
1	<i>State of Utah Information Technology Resources Acceptable Use Policy</i>	Rule	5/22/1997	No Schedule	No Schedule
2	<i>Computer Software Licensing, Copyright, Control, Retention, and Transfer. Rule R365-3</i>	Rule	11/1/2002	No Schedule	No Schedule
3	<i>Limiting Access to Inappropriate Internet Sites</i>	Policy	1/21/1999	Mar-03	Mar-03
4	<i>Policies for Migrating from Corel Office to Microsoft Office</i>	Policy	1/21/1999	No Schedule	No Schedule
5	<i>Utah Technical Architecture Approval Process</i>	Report	9/16/1999	Dec-02	Jan-03
6	<i>Utah Technical Architecture Definition</i>	Report	1/27/2000	Dec-02	Jan-03
7	<i>Enterprise Intrusion Detection Standard</i>	Standard	8/17/2000	Dec-02	Jan-03
8	<i>Certificate Policy: Personal Assurance Level and Electronic Assurance Level</i>	Report	9/5/2000	No Schedule	No Schedule
9	<i>State of Utah Web Standards</i>	Standard	1/18/2001	Dec-02	Mar-03
10	<i>Utah State Wide Area Network Fault Tolerant Plan</i>	Report	7/27/2001	No Schedule	No Schedule
11	<i>Model Memorandum of Agreement to Sell or Transfer Software</i>	Guideline	8/7/2001	No Schedule	No Schedule
12	<i>Information Technology Unauthorized Access Warning Banner Policy</i>	Policy	10/19/2001	No Schedule	No Schedule
13	<i>Privacy Policy - State Web Sites</i>	Policy	10/19/2001	No Schedule	No Schedule
14	<i>State Information Security Charter</i>	Charter*	12/21/2001	No Schedule	No Schedule
15	<i>State Information Security Policy</i>	Policy	12/21/2001	Jan-03	Mar-03
16	<i>Network Access Policy</i>	Policy	3/28/2002	Mar-03	May-03
17	<i>Production Data Storage Policy</i>	Policy	3/28/2002	Mar-03	May-03
18	<i>Wireless LAN/WAN Standard Revision</i>	Standard	3/28/2002	Mar-03	May-03
19	<i>Utah Digital Signature Act Rules , Rule R154-10</i>	Rule	4/1/2002	Mar-03	Mar-03
20	<i>Information Technology Protection , Rule 365-4</i>	Rule	4/1/2002	Apr-03	Jun-03
21	<i>Uniform Electronic Transactions Act , Utah Code 46-4-101 et seq</i>	Statute	5/3/2002	No Schedule	No Schedule
22	<i>State Firewall Policy</i>	Policy	9/26/2002	Sep-03	Nov-03
23	<i>Virus Detection and Removal Policy</i>	Policy	9/26/2002	Sep-03	Nov-03
24	<i>HIPAA and Related Security Requirements</i>	Report	9/26/2002	Mar-03	
25	<i>Utah Technical Architecture: Information Technology Product Standards</i>	Standard	11/7/2002	Mar-03	May-03
26	<i>State User Authentication Policy</i>	Policy	Draft	Jan-03	
27	<i>Operational Acceptance Testing Policy for Network Centric Applications</i>	Policy	Draft	Jan-03	

* The use of the work "charter" in this document should not be confused with the more recent use of the term by the Governor to describe MOUs for multi-agency projects.

Table 2. ITPSC Document Revisions Scheduled for Calendar Year 2003

Item Number	Document Title	Document Type	Last Approval Date	Next Review Date	Target Revision Date
7	<i>Enterprise Intrusion Detection Standard</i>	Standard	8/17/2000	Dec-02	Jan-03
5	<i>Utah Technical Architecture Approval Process</i>	Report	9/16/1999	Dec-02	Jan-03
6	<i>Utah Technical Architecture Definition</i>	Report	1/27/2000	Dec-02	Jan-03
9	<i>State of Utah Web Standards</i>	Standard	1/18/2001	Dec-02	Mar-03
15	<i>State Information Security Policy</i>	Policy	12/21/2001	Jan-03	Mar-03
3	<i>Limiting Access to Inappropriate Internet Sites</i>	Policy	1/21/1999	Mar-03	Mar-03
19	<i>Utah Digital Signature Act Rules , Rule R154-10</i>	Rule	4/1/2002	Mar-03	Mar-03
16	<i>Network Access Policy</i>	Policy	3/28/2002	Mar-03	May-03
17	<i>Production Data Storage Policy</i>	Policy	3/28/2002	Mar-03	May-03
18	<i>Wireless LAN/WAN Standard Revision</i>	Standard	3/28/2002	Mar-03	May-03
25	<i>Utah Technical Architecture: Information Technology Product Standards</i>	Standard	Pending	Mar-03	May-03
20	<i>Information Technology Protection , Rule 365-4</i>	Rule	4/1/2002	Apr-03	Jun-03
22	<i>State Firewall Policy</i>	Policy	9/26/2002	Sep-03	Nov-03
23	<i>Virus Detection and Removal Policy</i>	Policy	9/26/2002	Sep-03	Nov-03
1	<i>State of Utah Information Technology Resources Acceptable Use Policy</i>	Rule	5/22/1997	No Schedule	No Schedule
2	<i>Computer Software Licensing, Copyright, Control, Retention, and Transfer. Rule R365-3</i>	Rule	5/22/1997	No Schedule	No Schedule

Items not scheduled for ITPSC review, which should also be considered, are identified in Table 1. It is suggested that the ITPSC make decisions on review and revision requirements for each of these items. Items that will be forthcoming for approval and/or review in the January 2003 ITPSC meeting will include the *Network Operations Acceptance Policy*; and the *State User Authentication Policy*; and *State Security Incident Response Policy* both of which will be sponsored by the State Information Security Committee (SISC).